

MScAC

New Student Handbook 2015/16

Congratulations on your acceptance of offer to the Master of Science in Applied Computing (MScAC) program.

The MScAC Student Handbook describes degree requirements, financial support and other matters of interest to MScAC students. The handbook is revised annually. Students will be notified by email of significant changes and upcoming deadlines. Please visit the DCS website regularly at www.cs.toronto.edu.

DEPARTMENT BUILDINGS

DCS is located in three buildings on the main (downtown) St. George campus:

- Bahen Centre for Information Technology (40 St. George Street)
- Sandford Fleming Building (10 King's College Road)
- D.L. Pratt Building (6 King's College Road)

Map: uoft.me/DCS-map

CONTACT INFORMATION

Role	Name	Location	E-mail
Program Director	Eugene Fiume	BA5266	elf@cs.toronto.edu
Associate Director	Matt Medland	BA5220	matt@cs.toronto.edu
Graduate Office		BA4242	gradapplications@cs.toronto.edu mscac@cs.toronto.edu
Technical Support	Alan Rosenthal		flaps@cs.toronto.edu

MScAC ACADEMIC YEAR 2015/16

Fall 2015	
Registration begins	July 13, 2015
Enrolment begins	July 20, 2015
Payment of tuition fees deadline	August 28, 2015
Clearing Admission Conditions	August 31, 2015
Orientation 2015	September 10 & 11, 2015
Fall Term begins	September 14, 2015
Registration ends	September 18, 2015
Final date to <i>add</i> Fall courses	September 28, 2015
Final date to <i>drop</i> Fall courses without academic penalty	November 2, 2015
Fall Term ends	December 8, 2015
University closed for Winter break	December 23, 2015 – January 1, 2016
Winter 2016	
Winter Terms begins	January 4, 2016
Final date to add Winter courses	January 25, 2016
Final date to drop Winter courses	March 1, 2016
Winter Term Class Ends	April 8, 2016

Full details of sessional dates throughout the academic year can be found on the SGS website: uoft.me/SGS-calendar

FEES AND FINANCES

The MScAC is not funded through the Department of Computer Science and students in this program do not have an option to defer their fees. You will be expected to pay the minimum amount to register by September 1st in order to avoid cancellation of your “invited” status.

You are eligible to apply for Teaching Assistantship positions. These will be posted by the first week of July and students in the graduate programs are invited to apply to these positions. Please note you need to apply to these positions in order to be made an offer. Without an application, positions will not be offered. You will be notified about the course(s) that you were selected as a Teaching Assistant for in the first week of September. Additionally, domestic students may also be eligible for OSAP.

Students in financial difficulty may wish to visit a Financial Counselor at the School of Graduate Studies, 63 St. George Street. A counselor can help with budgeting and may have access to various bursaries, grants, loans, etc. that would be sufficient to get a student through a difficult financial situation.

uoft.me/SGS-financial-aid

COURSE INFORMATION

Course overview

The MScAC program is a 16-month Applied Research program designed to prepare you for life-long success as a technical leader in information technology. It combines eight months of advanced courses in computer science with an eight month paid internship working at an information technology company.

Typical program timeline for MScAC students

Year 1 (Semester 1: Sept – Dec)	Year 1 (Semester 2: Jan – April)	Year 1 (Semester 3: May – August)	Year 2 (Semester 4: September – December)
CSC2701H	CSC2701H	CSC2702H	CSC2702H
2 elective graduate courses.	2 elective graduate courses.	Internship	Internship
Resume preparation begins.	Start of the Internship Process: company information sessions and interviews.		Applied Research in Action (ARIA) showcase

Course requirements

The first eight months of the MScAC program will be spent studying in the Department of Computer Science. As an MScAC student, you have two mandatory courses that you must complete:

- CSC2701H – Communication for Computer Scientists
- CSC2702H – Technical Entrepreneurship

Plus, you must complete four graduate courses from the Department of Computer Science’s broad selection. These 4 courses should equal 2.0 Full Course Equivalents (FCE). As well as selecting courses from the DCS selection, you can also take graduate courses from another department (such as ECE, Math and Statistics); however, you will need to obtain permission from the **Program Director/Associate Director**. Depending on the course you pick, you may also have to obtain permission from the respective

department and the graduate coordinator. This can be done by using the Add/Drop course form from the SGS website and submitting it to the Graduate Office.

Things to consider in choosing your courses

Deciding on which courses to take is not easy. There are many amazing courses from which to choose. It may be worth considering a “T” shaped set of courses in which you strive for some breadth across computer science and some depth in one sub-area that is of particular interest to you, or of likely relevance to your internship and future career. Breadth is important because you may find that your particular interests coming into the program may be over-ruled by new topics that inspire you, or emerging areas of computer science as applied to industry. The balance of courses is certainly up to you. We suggest that you take two regular graduate courses for credit in each of your two academic terms, but if you can, sit in on more courses to gain a deeper appreciation of computer science. The workload in the Winter is higher, so there is a good argument to try to take three courses in the Fall.

Suggestion: enrol in several courses in the Fall and see what you can manage; remember that the highest workload is almost always that the end of the term, so be careful about judging just from the first couple of weeks of classes. You may also wish to consider attending additional events such as the Department’s invited talks and the guest lecture series that occur throughout both semesters.

Course schedule

The complete selection of courses: uoft.me/DCS-grad-timetable.

THE INTERNSHIP PROCESS

The second eight months of the MScAC program are spent on your internship. This is a formal requirement of the program, and if you are an international student, note that you should ensure that you get a work permit allowing you to work in a company during this time. Details on how to apply are available from the Citizenship and Immigration Canada website: <http://www.cic.gc.ca/english/study/work-coop.asp>

You will begin by preparing a fairly standard CV in early October. In the meantime, we start building a list of companies that are interested in taking on students for applied-research internships. You are made aware of these opportunities, and likewise the companies are made aware of you. From January onwards, we bring companies on campus to engage with you. It is very rewarding to attend these meetings even if you are not interested in the area. Companies may contact you, or you may contact companies for further information and interviews. This process may go on for several months, as you become aware of the diversity of opportunities. Sometime between January and April you will hopefully receive internship offers with an effective start date of early May. Further details of the internship process and dealing with multiple offers will be given during the program.

Finding an internship

Most students find internships through the companies that we have already recruited from the program. However, you are welcome to do your own search for companies that may be interested in employing you. You must make the **Associate Director** of the program aware of your search, so that companies can be informed of how the MScAC program works. This is very important, since some companies may not fully appreciate the difference between an applied-research internship and a co-op programming job. All internships must be approved by the **Program Director** and a short project proposal is required to ensure this approval.

Internship supervision

Upon securing an internship offer from a company, you are expected to find two supervisors: an industry supervisor, who is appointed by the company, to whom you will report routinely and an academic supervisor with whom you will collaborate to address the intellectual challenges of the research to be performed over the internship. It is beneficial but not required for the academic and industry supervisors to meet so as to establish an effective way to guide your work. This may lead to other opportunities for collaboration.

Compensation for internships

When we recruit companies to our program, we tell them that the average funding level is \$45K for the eight-month period and we inform them of various mechanisms they can take advantage of to help offset their costs. Ultimately, your compensation is a negotiation between you and the company, and some students can make considerably more than this. It is important to look at criteria other than the level of compensation for your internship, which is intended to be a part of your education to help you in the long term. Some of the most rewarding internships are in non-profit companies or start-ups that may not have the ability to pay as high as the average salary.

Applied Research in Action (ARIA) showcase

During the internship section of your program, you will be invited to participate in the ARIA showcase. ARIA is an opportunity for you to present the project you have been working on as part of your internship and to highlight your accomplishments within the program so far. We would invite you to make every effort to attend this event as academic and industry supervisors, prospective students and companies, department members and MScAC alumni will all be in attendance.

Completing the internship

Towards mid-December, we will distribute some minimal formal paperwork that will require sign-off by your academic and industry supervisors. In preparation for this, we will require you to submit a short "Internship Report" that will be read by your academic and industry supervisors as well as by the **Program Director**. This report will form part of your student file, and will not be distributed beyond the administrators of the program; however, you should also ensure that the report is kept sufficiently general so as to avoid divulging confidential company information.

The report should indicate:

- The name and short description of the company.
- Your faculty and industry supervisors with their contact information.
- Your original role and expected outcomes.
- How your role and expectations changed over time.
- The outcomes you were able to achieve.
- The research you either incorporated from other sources or performed yourself.
- The impact of your work on the company.
- Lessons learned from your internship experience and an overall reflection on the value of the internship to your professional growth.
- Your next steps. What are you going to do next in your career?

You may also wish to include and discuss other issues as you see fit.

Document length: two pages is too short and more than ten pages is too long.

Duration of internship	Report submission deadline
8 months	31st December

GRADUATING FROM THE MScAC PROGRAM

Upon successful completion of your coursework, internship and internship reports you will have fulfilled all the requirements of the MScAC program and be able to graduate with an MScAC degree. Towards the middle of December, you will be sent instructions on how to formally complete the degree. This will require you to submit a completed "MScAC Completion" form and a "Convocation Completion" forms to the **Graduate Administrator**. Once these documents are submitted, a "Recommendation for a Master's Degree" will be submitted to the School of Graduate Studies and your name will be added to the convocation register. A graduation package will be sent to you from the Convocation Office regarding convocation dates, tickets, etc.

Please note that although your program will have finished by 31st December, you degree will not be confirmed until 31st January at the latest.

STUDENT POLICIES

University of Toronto Policies

The University of Toronto has various policies in place governing graduate activity. Particularly relevant are to students studying in DCS are those relating to Academic Integrity, Ethics and Conduct:

uoft.me/DCS-policies

Full details of all the policies applicable to you during your time as a student with the Department of Computer Science: uoft.me/SGS-policies

DEPARTMENT & UNIVERSITY RESOURCES

DCS Communications & External Relations Office

This office works to ensure the Department's key audiences are aware of the strengths and achievements of our students, alumni, faculty and staff. We organize several events throughout the year, including the Applied Research in Action Showcase (ARIA) and networking activities involving alumni, including MScAC graduates.

Do you have an exciting story or achievement to share? Please reach out by contacting communications@cs.toronto.edu. We regularly seek to profile MScAC students as part of our graduate program and research activities. Your work could appear in a local news publication, appear on social media or be featured as part of U of T News!

As an MScAC student, you're also invited to join our exclusive network for alumni and students – **CompSci Connect**. Simply log-in with your current LinkedIn or Facebook credentials (or create a new user profile) and see computer science news, jobs, events, social media feeds and more, all in one place. Our alumni network is also there to help support you through mentorship and our discussion forum.

www.compsciutorontoconnect.ca

For more information about our alumni programs, please contact alumni@cs.toronto.edu.

Computer facilities

As a graduate student in the Department of Computer Science you have access to a variety of computer resources. The "apps" servers are for e-mail and text editing and such, and the "comps" servers are for heavy computation. Read more at support.cs.toronto.edu.

We strongly recommend that you bring a laptop. An external monitor, keyboard and mouse will be provided at your desk.

Your "CSLab account" is the key to a number of departmental services. You will have received e-mail about activating this. Please do so as soon as possible. This also gives you an e-mail address and now that you have a CS e-mail address, people WILL start e-mailing you at it. Please either read your CS mail directly or forward it to somewhere you do read.

Your first point of contact for assistance with computing facilities is the MScAC "POC" (point of contact) at pocpm@cs.toronto.edu. They have written an introductory list of computing topics at www.cs.toronto.edu/~pocpm including one about reading your CS e-mail.

Student forms and letters

During your time in the department, you may require student forms or letters for items such as adding/dropping courses, leaves of absence, or for immigration purposes:

uoft.me/DCS-gradforms

uoft.me/SGS-forms

Alternatively, you can visit the Graduate Office for further information on where to find these documents.

U of T library services

The University of Toronto Libraries system is the largest academic library in Canada and is ranked third among peer institutions in North America, including Harvard, Yale and Columbia.

uoft.me/DCS-libraries

English language and writing support

The Office of English Language and Writing Support (ELWS) provides graduate students with advanced training in academic writing and speaking. All programs are free, and the five types of support are provided, designed to target the needs of both native and non-native speakers.

uoft.me/SGS-writing

The Centre for International Experience

CIE & SGS offer the assistance of an international transition advisor who supports students adjusting to life in Canada. At CIE you can seek advice about CIC documentation and processes, including study and work permits. The CIE also administers the University Health Insurance Plan.

www.cie.utoronto.ca

Safety

It is the goal of the University of Toronto to do everything possible to create an environment where students and staff can feel safe to live, work and live.

www.discover.utoronto.ca/student-life/safety

Health & wellness

The University of Toronto offers a wide range of services to all its students to support them in achieving their personal and academic best.

www.healthandwellness.utoronto.ca

uoft.me/SGS-services

Quick links

Need more information? The following links may be of use.

DCS Website	www.cs.toronto.edu
Graduate Course Schedule	uoft.me/DCS-grad-timetable .
Industry Job Blog	www.cs.toronto.edu
SGS Calendar	uoft.me/SGS-calendar
Graduate Fees	http://uoft.me/SGS-fees
Student Accounts	www.fees.utoronto.ca
University of Toronto policies	uoft.me/SGS-policies uoft.me/DCS-policies
SGS & Departmental Forms	uoft.me/DCS-gradforms uoft.me/SGS-forms
Centre for International Experience	www.cie.utoronto.ca
UofT Libraries system	uoft.me/DCS-libraries
Housing	housing.utoronto.ca
Services for students	uoft.me/SGS-services
Financial Aid	http://uoft.me/SGS-financial-aid
Career Centre (Career Learning Network)	cln.utoronto.ca
Registration & Enrolment	uoft.me/SGS-enrol